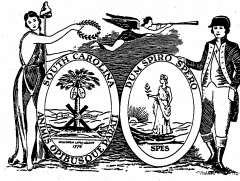


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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors of all Agencies, Departments, Institutions of Higher Education, Boards and Commissions

FROM: Samuel L. Wilkins, Director
Office of Human Resources

DATE: June 1, 2007

SUBJECT: Pay Increases for Classified Employees

As indicated to you in our memorandum of May 16, 2007 concerning the pay plan for classified employees, the current version of the FY 2007-2008 General Appropriation Bill provides for a 3% general increase. However, the General Assembly and the Governor have not yet approved the bill. This is notification that the conversion of HRIS for the 3% general base pay increase for classified employees will not take place until the passage and ratification of the Appropriation Bill. The HRIS will remain closed to agencies for online entry and batch updates but will remain open for inquiry. All agencies on the Comptroller General's payroll will have the pay increase applied to the records of their classified employees as soon as possible after the passage of the Appropriation Bill with an effective date of June 2, 2007. All other agencies with different payroll effective dates will have the pay increase applied to the records of their classified employees on the appropriate effective dates. This will allow the increase to be paid on the first pay date on or after July 1, 2007.

Should you have any questions, please call your Human Resources Consultant.